

**MINUTES OF THE MEETING OF
November 17, 2014
PRODUCTIVITY INVESTMENT BOARD**

500 West Temple Street
Room 739
Los Angeles, CA 90012

PIB Members Present

Viggo Butler
Jaclyn Tilley Hill

Edward McIntyre
William Waddell

Absent

Walter Allen
Patricia Johnson

Rodney Gibson
William Sullivan

CALL TO ORDER

Commissioner McIntyre called the Productivity Investment Board (PIB) meeting to order at 10:10 a.m.

APPROVAL OF SUMMARY – AUGUST 11, 2014, MEETING

Commissioner Hill moved to approve the summary of August 11, 2014, seconded by Commissioner Waddell. The summary was unanimously approved.

ASSIGNED COMMISSIONER TO PRESENT PIF PROPOSALS

Commissioner McIntyre assigned the following Commissioners to present the proposals at the December 15, 2014, general meeting:

- 15.2 – BOS Arts Commission – Commissioner Hill
- 15.9 – Public Defender (Taking Care of CARE) – Commissioner McIntyre
- 15.10 – Public Defender (Leadership Development) – **DEFERRED ACTION ON PROPOSAL**
- 15.13 – Consumer Affairs – Commissioner Butler
- 15.8 – Children and Family Services – Commissioner McIntyre
- 15.11 – Human Resources (Video Interview Pilot) – Commissioner Butler
- 15.12 – Human Resources (Recruitment and Selection) – **DEFERRED ACTION ON PROPOSAL**

ACTION ON RECOMMENDATIONS OF PRODUCTIVITY INVESTMENT BOARD (PIB) ADVISORY COMMITTEE FOR FISCAL YEAR 2014-15, 2ND QUARTER

Commissioner McIntyre informed that there are seven proposals being considered today.



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Commission**

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Chair

Edward T. McIntyre

1st Vice-Chair

William A. Sullivan, Esq.

2nd Vice-Chair

Rodney C. Gibson, Ph.D.

Chair Emeritus

Jaclyn Tilley Hill

Walter Allen, III
Jacki Bacharach
Charles G. Bakaly, Jr.
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Marshal Chuang
Evelyn M. Gutierrez
Nancy G. Harris
Patricia Johnson
J. Shawn Landres, Ph.D.
Huasha Liu
Bud Treece
William C. Waddell, DBA
Joseph P. Wetzler

Executive Director

Victoria Pipkin-Lane

Program Manager

Mary E. Savinar

Program Support

Laura Perez



***"To enrich lives through
effective and caring service"***

15.2 – BOS Arts Commission, *Technology Enhanced Arts Learning (TEAL)*, \$1,085,446 grant. \$72,500 was funded at the October 27 Commission meeting, leaving a \$1,012,946 balance for consideration.

The motion to approve the project was made by Commissioner Butler, seconded by Commissioner Hill.

After a brief discussion, the motion to approve the remaining grant in the amount of \$1,012,946 was unanimously approved.

15.9 – Public Defender, *Taking Care of CARE – An Evaluation*, \$250,000 grant

The motion to approve the project was made by Commissioner Hill, seconded by Commissioner Waddell.

Joanne Rotstein and Winston Peters of the Public Defender's Office presented the project. The proposed evaluation will examine the efficacy of the CARE Project. It will examine the Project's emphasis on holistic legal representation and its use of psychiatric social workers and attorneys specializing in mental health and educational advocacy to address the needs of troubled youth in the juvenile delinquency system. (A handout was also provided).

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee had a "no recommendation" on this proposal. The Advisory Committee would like to see the department collaborate with other stakeholders such as Mental Health, Probation, and the District Attorney to build on the program, including funding mechanisms.

After discussion and questions by Commissioners, Commissioner Waddell brought in a substitute motion to fund the project with a \$125,000 grant with the understanding that the department can come back and request the remaining funding in the future, if all other avenues of funding cannot be obtained. The motion was seconded by Commissioner Butler and unanimously approved.

15.10 – Public Defender, *Responding to Change through Leadership Development*, \$450,000 grant

The motion to approve the project was made by Commissioner Waddell, seconded by Commissioner Butler.

Kelly Emling of the Public Defender's Office presented the project. This project would bring in leadership and management transformation consultants to train and work directly with Public Defender managers. It would provide an opportunity to dramatically

refocus department managers to align more closely with the department head's vision and the strategic direction of the County.

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee had a "no recommendation" on this proposal. She appreciated the department taking the Advisory Committee's comments seriously and making adjustments to their proposal. However, the Advisory Committee felt the proposal should be more refined.

After discussion and questions by Commissioners, the Commissioners unanimously deferred action on the proposal. The department was informed they could resubmit their proposal in the future.

15.13 – Consumer Affairs, *Online Dispute Resolution*, \$79,000 grant

The motion to approve the project was made by Commissioner Waddell, seconded by Commissioner Butler.

Kirk Shelton, Caroline Torosis, and Stephanie Holloway from Consumer Affairs presented the project. The Online Dispute Resolution (ODR) is a cost effective solution to address the departments growing mediation caseload. ODR will enable more disputes to be resolved in less time and could be used in other department program areas. It will assist the department provide mediation services to historically underserved populations within the County, most notably those who cannot physically come into an office or who are in a remote location. (A handout was also distributed).

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee recommended a full grant. They felt it was a really good project. The department had an immediate need due to an increase in mediation cases and this was an innovative way to deal with this issue.

After discussion and questions by Commissioners, the motion to approve a \$79,000 grant was unanimously approved.

15.8 – Children and Family Services, *Court Report Document Management System*, Original motion was for a \$470,481 grant, then reduced to \$118,757 by the Department

The motion to approve the project was made by Commissioner Hill, seconded by Commissioner Waddell.

Dr. Philip Browning, Jerry Fong, Patrick Delaney, Cecilia Custodio, and Tricia Denson of the Department of Children and Family Services presented the project. The project will enable the department to build a website structure to image court reports and reduce or eliminate the need for printed copies of reports. It will result in significant cost savings

in paper, toner, and courier costs, court sanctions, and reduce the number of late court reports. It will also reduce rescheduled court hearings and speed up family reunifications. (A handout was also distributed).

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee recommended full funding of the grant. She wanted to thank the department for following their recommendations by presenting the cost savings of the project and purchasing a platform that is being used Countywide.

After discussion and questions by Commissioners, Commissioner Waddell recommended a substitute motion to change the \$118,757 grant to a loan. The motion was seconded by Commissioner Butler. The motion failed by the following vote:

Ayes:	Commissioners Waddell and Butler
No's:	Commissioners Hill and McIntyre
Abstain:	None

After further discussion, Commissioner Waddell amended the original motion from a \$470,481 grant to \$118,757 grant, as requested by the department. The motion was seconded by Commissioner Hill and unanimously approved.

15.11 – Human Resources, Video Interview Pilot for Countywide Examinations, \$175,000 grant

The motion to approve the project was made by Commissioner Hill, seconded by Commissioner Waddell.

Shawn Atin, Ann Havens and Dr. Johan Julin of the Department of Human Resources presented the project. The video interview program would create greater flexibility in the scheduling of departments, candidates and raters for interviews, and allow the interview process to be completed in a shorter timeframe. Additionally, costs are reduced because fewer members of staff are necessary to administer the interview. (A handout was also distributed).

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee had a number of questions, which the department answered. Specifically, they wanted to understand that the interview process was part of developing certification lists and not the final interview. Also, they were concerned what would happen if a candidate did not have a web cam. They were informed that human resources field offices would have computers to assist people with this problem. Ultimately, the Advisory Committee recommended full funding of the grant.

After discussion and questions by Commissioners, the motion to approve a grant in the amount of \$175,000 was unanimously approved.

15.12 – Human Resources, Recruitment and Selection for IT Job Classifications, \$300,000 grant

The motion to approve the project was made by Commissioner Waddell, seconded by Commissioner Butler.

Shawn Atin, Ann Havens, and Dr. Johan Julin of the Department of Human Resources presented the project. The process of recruitment of key specialized personnel for technology projects should be assessed to determine if it can be amended to provide for expedited decision-making where dictated by user needs. The project is aimed at enhancing the County's recruitment and selection processes for IT job classifications to provide County departments with highly qualified candidates in a timely manner. (A handout was also distributed).

Susan Linschoten, PIB Advisory Committee Chair, reported that the Advisory Committee struggled with this proposal. They have seen numerous reclassifications of IT positions on the Board agenda under the Chief Executive Office week by week. These reclassifications mean that job analysis are being conducted and if they are already being looked into, then Human Resources should be working hand-in-hand with the CEO's Class and Compensation Section and Chief Information Officers to see how they can work collaboratively to seek the IT positions needed Countywide. Ultimately, their recommendation was not to fund the project.

After discussion and questions by Commissioners, the Commissioners deferred action on the proposal. The department was informed they could resubmit their proposal in the future.

After each presentation, Commissioner McIntyre reminded department presenters to be present at the full Commission meeting on Monday, December 15, 2014, to answer questions regarding their respective proposals. The full Commission will make a final decision on their proposals.

FUND BALANCE REPORT

To be discussed at the next Productivity Investment Fund Board meeting.

DISCUSSION AND MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON A FUTURE AGENDA)

None

PUBLIC COMMENT

None

ADJOURNMENT

Commission McIntyre adjourned the meeting at 1:25 p.m. The next PIB meeting will be on February 2, 2015, in Room 743.